Proposal to xxxxxx

This is a brief overview of what is currently being proposed for XXXname of practicexxx

# Current services and background

Provide context for the current situation, including:

* The historical background.
* Current operations or services.
* Any temporary changes and reasons for them.

# What is being proposed?

Describe the main proposal in a concise and straightforward manner. Include:

What is being proposed? (in one line if possible)

Why is the proposal being made & what does it mean for the patients?

# What has been considered in regard to impacts on patients?

Bullet point what you feel patients may be concerned about and describe how that concern will be mitigated.

# Positive impacts of the xxproposalxx

Bullet point positive impact with one line to describe it e.g.

* Quality of Care:enabling focus of all resources on delivering quality healthcare with the full range of services

## Find out more:

We have provided a Frequently Asked Questions (FAQ) sheet that can be collected from the surgeries or viewed on our Surgery website.

LINK TO WEBSITE

## Tell us what you think.

We want to hear your views and any concerns about this proposal to help us understand the impact and any mitigations that might be put in place. We will be hosting face-to-face events at location of events and online engagement events to gather everyone's thoughts, concerns and questions. This will all be fed into the final decision-making process.

We have also invited The Patient Participation Group (PPG) to the engagement events to support with any questions.

# Engagement event details:

Engagement details will be running over Time Period. See below for details:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Where** |
|  |  |  |
|  |  |  |
|  |  |  |

All opportunities will be displayed on our website and posters in the practices.

Other ways to ask questions, raise concerns or give feedback:

 Our email address Insert email address

 Or call us on 012345 670890 and ask to speak with John Doe (Operations Manager)

# Accessibility Needs

If you have any accessibility needs or would like information in a different format, please contact: xxxx

# What happens next?

All the feedback will be compiled into a report and fed into the final decision-making process. The decision will be taken by NHS Derby and Derbyshire ICB's Primary Care Subgroup. We will keep everyone informed about the next steps and the outcome of this decision.

**Frequently Asked Questions**

## Question 1

Answer 1

## Question 2

Answer 2

## Question 3

Answer 3